

Adult Disability Services Referral Protocol

Wraparound Milwaukee is dedicated to assisting young adults transition to the next phase in their lives upon disenrollment from Wraparound or REACH. Regardless of the situation a young adult is transitioning to, it is imperative that the appropriate steps are taken to ensure a smooth transition. To that end, the following protocol has been established for young adults who may need assistance from Adult Disability Services (*generally young adults who have a developmental disability and an IQ<70*) upon disenrollment from Wraparound Milwaukee.

Team Meeting 6 months before the young adult turns 18

- **The Child and Family Team should meet 6 months before the young adult turns 18 to discuss what type of support is necessary for the young adult and create a realistic plan. This plan should be community based and include as many natural and informal supports as possible.**
- **The young adult's needs should determine what type of support is needed. If the team decides that the young person would benefit from enrollment in Adult Disability Services, then a referral should be made.**
- **For young adults enrolled in Wraparound on a Delinquency order, the Care Coordinator is responsible for completing the Wraparound Transitional Pre-Screen for Youth Turning 18 and submitting it to Kenyatta Matthews, the identified Wraparound Milwaukee Adult Disability Services Liaison.**
- **For young adults enrolled in Wraparound on a CHIPS order, the Ongoing Case Manager is ultimately responsible for completing the referral and submitting it to their identified Adult Disability Services Liaison, however the care coordinator should also complete the Pre-Screen. It should then be submitted to the identified Wraparound Milwaukee Adult Disability Services Liaison who will communicate with Adult Disability about the status of the referral and follow up as appropriate.**
- **The Wraparound Liaison will then fax the referral form to Adult Disability Services. Adult Disability Services will begin assessment 3 months prior to the young adult's 18th birthday.**
- **All available supporting documentation should be included with the referral form. If a new psychological was recently conducted, please note that on the referral. Be sure to obtain consent to release the psychological evaluation from the parent/guardian or young adult if 18.**
- **If the team determines that the young adult is in need of a guardian, please identify this on the referral. Also identify the potential guardian on the referral form and report the status of the guardianship process.**
- **If an appropriate guardian is unavailable for the young adult, then a Ward Referral Form must be completed. This will initiate the process to identify a guardian through the GAIN (Guardian Advocacy Instruction & Networking) Project of the Legal Aid Society of Milwaukee.**

*** All forms referenced in this protocol are available on the Care Coordination Frequently Used Forms on the Wraparound Milwaukee Main Page.**

Milwaukee County
Department of Health and Human Services
Disability Services Division
Wraparound Transitional Pre-Screen for Youth Turning 18

To determine if a young adult may need services from **Disability Resource Center of Milwaukee County** because she/he has a developmental or physical disability, please complete this form below. Do not send form until child turns 17.5 (assessment will occur 3 months prior to the young adult's 18th birth date)

Young Adult's Name: _____ Date of Birth: _____
Social Security Number: _____ - _____ - _____ SSI Amount: \$ _____ Other funding: _____

Current Placement: (Check One) Foster Care ___ Group Home ___ Institution ___
Date placed in current situation: _____
Name of current residential facility or provider: _____
Address: _____ Phone: _____

Current School: _____ Type of Program: _____
Current Grade Level: _____ Name of Teacher: _____ Phone: _____

Do you feel the young adult will require a guardian when she/he turns 18? Yes ___ No ___
Name of Proposed guardian: _____ Phone _____
What is the status of the guardianship process:

Name of Significant Others/Relatives (support or emergency contracts):

Name: _____ Phone: _____ Relation to client _____
Name: _____ Phone: _____ Relation to client _____

Major Presenting Problems/Additional Comments:

To refer a young adult to Disability Resource Center there must be attached documentation of the disability. A recent psychological evaluation must be included. Please ensure that any psychological testing and assessments performed yields an adult diagnosis. Check all that apply:

_____ Cerebral Palsy _____ Autism _____ Brain Injury
_____ Cognitive Delay (IQ below 70) _____ Physical Disability _____ Epilepsy

Wraparound Case Manager Name: _____ Phone: _____ Date: _____

Wraparound (DRC Liaison) Name: _____ Phone: _____ Date: _____

Send to: **Disability Resource Center of Milwaukee County, Attn: Enrollment Supervisor,**
1220 W. Vliet Street, 3rd Floor, Milwaukee, WI. 53205 or Fax to: (414) 289-8570

Revised 7/5/13

WARD REFERRAL FORM

Guardian Advocacy Instruction & Networking (GAIN) Project

Date: _____

Name of ward: _____ Phone: _____

Address: _____ Date of Birth: _____ Age: _____

Race: _____ Male Female

Marital Status: _____ Income Source: _____

Referring agency/individual: _____

Address: _____ Phone: _____

Contact (if different): _____ Phone: _____

Type of facility: Nursing Home Group Home CBRF Other _____

Reason for mental incapacity: _____

Description of communication and self-care skills: _____

Describe special needs or challenging behaviors: _____

The ideal guardian would be: _____

Pertinent information guardian should know: _____

Please return this form to Diana Pitkaranta, GAIN Project Coordinator
Legal Aid Society of Milwaukee, 521 North 8th Street, Milwaukee, WI 53233
or fax to (414) 291-5488

The GAIN Project
Legal Aid Society of Milwaukee, Inc.
521 N. 8th Street
Milwaukee, WI 53233

G uardian A dvocacy I nstruction & N etworking

(GAIN) Project

For more information
about the GAIN
Project, call the

Legal Aid Society
of Milwaukee, Inc.
727-5360

521 N. 8th Street
Milwaukee, WI 53233



Linking volunteer
guardians with
adults with
disabilities



Be a vital link in someone's life.
Be a volunteer guardian.



What is a guardian of the person?

A guardian is a person who has the legal responsibility to advocate on behalf of an individual unable to care for herself/himself. Guardians make decisions regarding the care and welfare of their wards. They are compassionate people who can make a positive difference in the life of another person.

What is a ward?

A ward is a person who has been found legally incompetent by the court due to disability. Incompetence may be due to Alzheimer's disease, Down's syndrome, brain injuries, mental retardation, stroke impairments, chronic mental illness, or dementia. A ward is unable to make decisions independently.

How does the GAIN Project work?

Project staff recruits and trains people who are willing to serve as a caring friend and legal advocate for an adult with a disability. Staff assists volunteers to choose an adult in need of a volunteer guardian. Staff provides ongoing training and assistance as needed.

Who can serve as a guardian?

A guardian is a caring adult in good physical and mental health. A guardian must be capable of understanding written records, possess good verbal skills and be committed to advocating for the rights and needs of another person.

What is required of a guardian?

A guardian must complete an Application, undergo a Crime Information Bureau check, and have positive references. A guardian must personally visit the ward and maintain close contact with the ward's caregivers. A brief report must be completed twice a year for GAIN staff. An Annual Report is required by the court. A person may be guardian for up to 5 individuals.

What is not required of a guardian?

Guardians do not personally take care of their wards nor provide a place for them to live. They do not financially support their wards nor are they personally liable for acts of their wards. Guardians are exempt from civil liability for decisions they make on behalf of their wards as long as decisions are reasonable and made in good faith.